



# BOARDS, AUTHORITIES, AND COMMISSIONS MANUAL



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# GUIDELINES FOR BOARDS, AUTHORITIES, AND COMMISSION MEMBERS

## **Welcome**

Welcome to the Unified Government of Athens-Clarke County! Your selection as an active member of a board, authority or commission (BAC) provides you with a valuable opportunity for genuine public service and we thank you for your contribution. Although the specific duties of each board and commission vary widely, there are certain responsibilities common to all (BAC) members. These guidelines will assist you in maximizing your contribution to our community.

## ***The General Role of Athens-Clarke County's Advisory Boards, Authorities, and Commissions***

BACs are a structured way for individual citizens to share their opinions and perspectives, study issues, develop recommendations, and participate in board decisions in a focused, small group structure.

The primary purpose of BACs is to provide judicious advice, from a citizen perspective, to the Mayor and Commission which is the Unified Government's (ACCGOV) elected policy-making body, to make quasi-judicial decisions in administrative proceeding, or to participate in board governance as provided in applicable law or ordinance.

BACs may or may not include study of critical issues, hearing public testimony, conducting independent research, review of staff reports and recommendations, and making informed and reasoned decisions – all of which are intended to enable the BAC to discuss, formulate, and forward well-developed, thoughtful recommendations to the Mayor and Commission in a timely manner, to make quasi-judicial decisions based on evidence presented at a hearing, or to provide leadership and board governance.

## ***Mayor and Commission Decision Making***

Some BACs interact with the Mayor and Commission by providing recommendations. In making decisions, the Mayor and Commission considers general citizen comment, BAC recommendations, staff recommendations, Mayor and Commission priorities and goals, research and background information, and individual Commissioner perspectives. In some cases, the Mayor and Commission sits as an appellate body to review the quasi-judicial decision of a board.

The Mayor and Commission expects to receive recommendations from BACs that reflect the individual and collective knowledge and thinking of BACs particularly from a citizen perspective. Your recommendations may be transmitted as part of the staff report or as a distinct memorandum or report either attached to the staff report or transmitted separately to the Mayor and Commission. The staff liaison for your BAC can assist with this effort; and in all cases, a copy of your recommendation or report should be filed with both the staff liaison for your committee and with the Clerk of Commission's Office, as it is a public record.

The Mayor and Commission also expects that staff will present recommendations from their respective professional perspectives. There may be times when the professional opinions and recommendations of staff differ in part or in whole from yours or that of the BAC, and that's okay. Differences of perspective in policy formulation and deliberation are inherent in the work of an organization that welcomes diverse viewpoints.

There also may be times when your BAC's recommendations or administrative decisions will not prevail or will be modified by the Mayor and Commission. It is important to recognize that this is not a rejection of the integrity of the recommendation, but is an inevitable part of the process of municipal decision

making where a variety of views, perspectives, and recommendations are considered.

### ***Summary of Expectations for Board Members***

It is expected that:

- All BAC meetings are to be conducted in public session and noticed in accordance with State law, unless otherwise advised by the ACCGOV Attorney, unless the BAC has its own counsel, such as the Athens Downtown Development Authority and the Classic Center Authority and other entities that have one or more members appointed by the Mayor and Commission but have independent jurisdiction or responsibility.
- Individual BAC members and the collective group will be fair, impartial and respectful of the public, staff, and each other.
- BAC members will respect the limitations of their individual and collective authority. The role of the committee is to advise the Mayor and Commission and/or staff or to make administrative decisions based on evidence and an applicable legal standard. Please keep in mind that BAC appointment does not empower you to make final decisions or to supervise staff, unless authorized by State law or the group's enabling ordinance.
- Members will strive to appreciate differences in approach and point of view, whether from each other, the community, the Mayor and Commission, or staff.
- Each member will participate in the group's discussions and work assignments, without dominating the discussion or activity of the BAC.
- The chair will ensure that all members have a fair, balanced and respectful opportunity to share their knowledge and perspectives.
- In rendering advisory opinions or recommendations, the BAC will attempt to reach consensus on issues. If consensus is not possible, strong differing opinions such as "minority" opinions should be recorded and acknowledged in the BAC's report to the Mayor and Commission. However, members should apply their independent judgment based on the evidence and applicable legal standard when acting in a quasi-judicial capacity or applying applicable law when required as part of their duties.
- There are "no surprises" from the BAC either in the nature of the work being undertaken by the group or the method and timing for administrative decisions or conveyance of recommendations to the Mayor and Commission. The staff liaison fulfills an important role in assisting the BAC in this regard.
- When a consultant is retained by ACCGOV as part of the BAC's work, the consultant will be managed by staff as there is a contractual obligation between ACCGOV and the consultant. Additionally, the consultant will need to have a single point of contact for the engagement. The BAC will act in an advisory role and work with the consultant and staff to accomplish the charge provided by the Mayor and Commission.
- Please be careful not to deliberate about BAC work and issues via personal e-mail or in unnoticed "side meetings or gatherings" as these actions may be in violation of open meeting laws. The ACCGOV Attorney (or other legal counsel for BAC's with separate counsel) is available, through the BAC staff liaison, to provide advice to BACs in this regard and on any other legal issue.

### ***Representation on a BAC***

As an individual member of a BAC you must not represent your own views or recommendations as those of the BAC unless the majority of the body has officially voted to approve such action. BAC members making recommendations or expressing views which have not been approved by a majority of the BAC should indicate they are expressing individual opinions and are not speaking on behalf of the BAC or ACCGOV.

Public statements should not contain promises that may be construed to be binding on a BAC, staff, or the Mayor and Commission. When making a public statement, members should remind listeners that BAC actions are recommendations (unless otherwise provided by law or the function of a specific BAC) and that final action will be taken by the Mayor and Commission. This may not be true with the independent boards. Remember that your actions and statements as a BAC member assume special significance, and if not responsibly discharged, could result in a situation detrimental to the Unified Government's best interests.

Although BAC members may be selected, in part, on the basis of representing specific interest groups, each member should represent the overall public good and not that of an exclusive group or interest.

### ***Relationship with Other Members***

On many occasions, the success or failure of the efforts of a BAC is dependent upon the degree of cooperation evident among the individual members of the body. We encourage you to keep the following points in mind in your interactions with other members:

- Show respect for another's viewpoint.
- Allow others adequate time to present their views fully before making comments.
- Be open and honest.
- Welcome new members and help them become acquainted with their duties.
- Strive to maintain goodwill amongst board members.
- Minimize conflicts of interest, political bias, and misuse of official position for political motivations.

## CHARGE: A Checklist for Effectiveness

### C – Charter

#### **Am I familiar with . . .**

- The Charter of the Unified Government of Athens-Clarke County in general?
- The specific function of my BAC, as outlined in the Code of Ordinances?
- What my fellow board members and I expect to achieve for the community?
- The name of the staff liaison to my BAC?

### H – Hierarchy

#### **Do I understand . . .**

- How my BAC's work affects the community?
- The scope of authority of my BAC?
- The role of my BAC's staff liaison and chair?
- My role as a BAC member?

### A – Accountability

#### **Do I understand . . .**

- My BAC's liability and my own liability as an individual member?
- What constitutes a conflict of interest?
- Exactly how the law requires that a conflict of interest be handled?
- My BACs accountability to the public?

### R – Responsibility

#### **Do I . . .**

- Attend all BAC meetings?
- Prepare for the meetings by studying the agenda and supplemental materials ahead of time?
- Complete the tasks I have volunteered to take on?
- Know what responsibilities each of us, as individual BAC members, has to our BAC colleagues?

### G – Goals

#### **Do I know . . .**

- My BAC's goals for the next 12 months?
- What tasks must be completed to reach each of our goals?
- Deadlines for the tasks for which I'm responsible?

### E – Evaluation

#### **Have I . . .**

- Discussed with other members and staff what our BAC can do to improve our performance?

## INTRODUCTION TO THE UNIFIED GOVERNMENT

### ***Mayor and Commission***

The Mayor and Commission is composed of ten district commissioners who are elected on a nonpartisan basis for staggered four-year terms, and a Mayor who is elected at-large for a four-year term. The Mayor *pro tempore* is chosen from among the entire Commission and serves a term of one year.

The Mayor and Commission serves as the community's legislative body, having responsibilities for enacting ordinances, appropriating funds to conduct Unified Government business, and providing policy direction to the Manager for implementation. By provision of the Charter, the Mayor and Commission are specifically prohibited from giving direction to any of the staff members, except for the Manager, Attorney, the Internal Auditor, the Clerk of Commission, and the Municipal Court Judge.

### ***Manager***

The Unified Government operates within a commission-manager form of government. The Manager is the chief executive officer of the City and is responsible for the overall management of day to day operations.

Functions of the Manager include:

- Implement policy decisions and legislative actions taken by the Mayor and Commission
- Make recommendations to Mayor and Commission
- Oversee the operations of the Unified Government
- Prepare the budget for presentation to the Mayor
- Hire and fire department heads

### **Commission-Manager Form of Government**

	<b>Mayor and Commission</b>	<b>Manager</b>
<b>Responsible for:</b>	Policy Decisions	Day-to-day operations
<b>Hires and Supervises:</b>	Manager Attorney Clerk of Commission Municipal Judge Internal Auditor	All other ACCGOV staff members/employees, with the exception of constitutional officers, elected officials and their employees

## GENERAL INFORMATION

### ***General Provisions***

Details about a few BACs may be found in Chapter 4 of the Charter. The Commission may, by ordinance, establish appointive BACs to advise the Commission on various issues and perform functions as the Commission may designate. The ordinance establishing each board or commission prescribes the powers, duties, and operating procedures of the BAC; and establishes the terms of office of the board or commission members, including initial overlapping terms. Other BACs are established by state law and have separate functions and board member responsibilities.

In addition to the duties and functions specified in the Code for any particular board or commission, some boards and commissions are authorized to participate on a case-by-case basis in the review, discussion and advisement of the Commission regarding any policy or program matter, upon the request of the Commission or the Manager.

Some BAC members may be subject to removal by the Commission. Some BAC members may be subject to removal in accordance with law applicable to a particular BAC. Any vacancy during the unexpired term of any member is filled by the Commission for the remainder of the term. Each BAC shall choose its own officers from among its members, except where the Mayor appoints an initial chair. The Commission may change any or all of the powers, duties and procedures of some BACs subject to Commission authority and jurisdiction and may abolish any board or commission which is not required by the Charter or law.

### ***Membership Limitations***

The following limitations and requirements are applied to BAC membership:

With the exception of the Pension Board and Deferred Compensation Board, ACC employees may not serve on any BAC appointment by the Mayor and Commission that has a direct relationship to the function of their daily position, i.e. Planning Department employee may not serve on the Planning Commission, Airport employee may not serve on the Airport Authority. This restriction shall not apply to "Hourly with no Benefits" employees, provided that such employees do not serve on a BAC which, in the judgment of the Manager, directly affects the terms, conditions, or benefits of employment of any ACCGOV employee. "Hourly with No Benefits" employees are required to obtain the written authorization of the Manager prior to serving or continuing to serve on a BAC.

Any member serving on a BAC who relocates outside of the Athens-Clarke County during his or her term of service on a BAC regardless of his or her date of appointment or reappointment, should notify the staff liaison, who will then notify the Clerk. These limitations shall not apply to applicants for or members of the Pension Board or other BACs with requirements established by state law.

As a rule of the Commission, no elected Commissioner can serve on two or more BAC's simultaneously.

### ***Attendance Policy***

Upon application for and acceptance of appointment, BAC members demonstrate their intention and ability to attend meetings. If a member experiences recurring attendance problems, the chair of the BAC (or if the chair is the person experiencing the attendance problems, then the vice chair) should contact the Clerk of Commission's Office, so that he or she can work with the affected BAC to address the issue.

## **Vacancies**

Staff liaisons are responsible for notifying the Clerk of Commission's Office when a member resigns or a vacancy exists for other reasons.

Vacancies are usually announced in advance of the term expiration. Two weeks is allowed for submittal of applications which are usually solicited three times per year. Openings are announced and monitored through the following measures.

- Clerk of Commission posts package to the ACCGOV website
- PIO posts to ACCTV Channel 180
- PIO prepares a general media release
- Media announcement thru newspaper articles and/or public service radio
- Eligible incumbents receive a letter advising they are eligible to reapply
- Mayor and Commission is notified and encouraged to have interested citizens apply. They are notified well in advance as the schedule is being developed.
- Department heads are asked to share the information with their current board(s) so they can encourage applications. They are also notified well in advance since, prior to advertisement, we ask them to verify the accuracy of the clerk's record as to the incumbent position and whether or not he/she is eligible for reappointment.
- Mayor and Commission and affected department heads receive periodic reports as to who has applied

**All applicants must be ACC residents; and as an individual or the owner of any business having no past due obligations owed to ACC.**

Residency can be established by, for instance, claiming Homestead Exemption in ACC, having vehicle registered in ACC, voting in ACC, or some other appropriate means to demonstrate residency.

The M&C has approved the following procedure with regard to interviews.

- The Clerk of Commission will verify applicants are qualified to serve, i.e. residency, etc.
- All Commissioners will receive a packet of qualified applicants and each Commissioner will rank the top five applicants for each BAC
- Based on the rankings, Commissioners will interview a maximum of five applicants per BAC

After receipt of rankings, the M&C, sitting as a nominating committee, will conduct individual 10-minute interviews with selected applicants - all on the same day.

The committee will make recommendations to themselves at the next regularly scheduled M&C meeting.

All appointees are expected to attend and participate. Each vacancy advertised includes a fact sheet which provides the day/time/frequency of the meetings and the approximate time required. The application, which must be signed by the applicant, states in part: I confirm that I am informed and I understand the obligation and commitment required by this position.

Note: The following shall make nominations to the Commission and the Commission shall confirm or reject such nominations:

- Athens Cultural Affairs Commission
- Athens in Motion Commission
- Community Tree Council
- Hospital Authority of Clarke County
- Keep Athens-Clarke County Beautiful
- Oconee Rivers Greenway Commission

Athens Housing Authority – appointment is at discretion of the Mayor.

### ***Removal of Board Members***

The Mayor and Commission reserve the right to adopt legislation for BAC member removal for such reasons as absenteeism, conflict of interest, or other actions that accrue to the detriment of the Unified Government, according to applicable state law.

### ***Election of Officers***

The election of officers should be held each year during a regular meeting for a 12-month period. This time frame follows the annual appointment of new members. Staff liaisons must notify the Clerk of Commission's Office when new officers are elected.

### ***Staff Liaison Role***

Each BAC should have an assigned staff liaison. The word liaison is used deliberately to describe the nature of the staff role in relation to the BAC, instead of the phrase "committee staff." A liaison is defined as "one who maintains communication."

There are some state BACs (such as the Board of Health) who this section doesn't necessarily apply to.

While staff liaisons have some differing duties, depending on past BAC practice, time availability, and departmental resources, in general staff liaisons are responsible for:

- Ensuring that meeting notifications and recordkeeping occurs consistent with applicable State laws.
- Serving as a communication link between the BAC, administration, departments, and the Mayor and Commission, as appropriate.
- Providing professional guidance, issue analysis and recommendations.
- Assisting the BAC with research, report preparation, and correspondence in keeping with the BAC's Mayor and Commission-approved charge and depending on their work load and time availability.
- Making sure the intent of the BAC is not lost after a decision, and that it is conveyed to the Mayor and Commission in a timely manner.
- Assisting the BAC in staying on track and focused.
- Presenting BAC recommendations to the Mayor and Commission, if requested to do so by either the BAC or the Mayor and Commission.
- Maintaining a positive working relationship with the Chair and members.

The liaisons are staff professionals with significant work responsibilities in addition to their liaison activities. In general, the liaisons are individuals who have staff responsibilities that relate to the same work area as the BAC. The liaisons do not work "for" or "at the direction of" the BAC, exceptions being the Board of Assessors, the Downtown Development Authority and the Classic Center Authority. They are professionals who work with the BAC to develop information and recommendations for Mayor and Commission consideration.

### ***Orientation and Training***

ACCGOV staff provides twice annual training with regard to the structure and operation of the government, the legal and ethical duties and responsibilities of BAC members and the Open Records Act. All members of BACs are required to attend the training, either in person or in such other fashion as the Manager and Attorney may deem appropriate (such as viewing a training video). This requirement must be fulfilled within six months of the appointment of any member.

Record of compliance with this requirement will be maintained in the office of the Clerk of Commission and retained for at least two years following the expiration of each BAC member's term of office.

Additionally, staff liaisons should provide new BAC members with pertinent materials which will assist new members in becoming fully functioning members of the BAC. Established board members are encouraged to share their experience and knowledge with new members.

### ***Budget***

Generally, budgets are not established for BACs. However, funds necessary for the routine business of BACs are included in the departmental budget for each department which provides staff support to a BAC. This is not applicable to state BACs.

### ***Bylaws***

BACs may not adopt bylaws which are inconsistent with the Charter, the Code or other policies that may be established by the Commission. A copy of the bylaws must be filed with the Clerk of Commission for the use of the Commission immediately after adoption by the board and they may be subject to the approval of the Commission. This is not applicable to state BACs.

### ***Annual Reports***

Each BAC should prepare an annual report on or before January 31 of each year for the previous year.

Annual reports should directly correspond to the work conducted by the BAC for the year. Annual reports are filed with the Clerk of Commission for distribution to the Commission. This is not applicable to state BACs.

## **MEETING RESPONSIBILITIES**

### ***Conduct of Meetings***

It is important that BACs conduct their meetings in a manner that is procedurally correct. It is recommended that BACs follow the procedures for the conduct of meetings as established in *Robert's Rules of Order, Newly Revised* be followed. These rules of procedure may also be further modified by each BAC, upon majority vote, if the BAC believes that such modification would enable it to better meet its responsibilities under the Code or Charter and fulfill its functions. Additionally, in those instances where *Robert's Rules of Order* may be inconsistent with the provisions of the Charter, the ordinances of ACCGOV, or this Manual, the Charter, ordinances, and this Manual shall take precedence. This is not applicable to state BACs.

### ***Public Input***

Each BAC shall, at or near the beginning of each of its regular meetings, afford members of the public an opportunity to speak to any matter on the meeting agenda. Time limitations may be imposed by the chair of the BAC on such public input as necessary to conduct the business of the BAC in a timely and efficient manner. This is not applicable to state BACs.

### ***Open Meetings***

Georgia Law specifically requires that all meetings of a BAC, and all meetings of any committee of a BAC, shall be open to the public at all times.

The term “meeting” is defined as a gathering of a quorum of members or any committee of such BAC, at which any public business is discussed or at which any formal action may be taken. It is important to remember that the open meeting requirements apply to more than just in-person gatherings. Participation and voting should be conducted in an open meeting; input/proxies/votes are not allowed via telephone, email, conference call, etc. This is not applicable to state BACs.

### ***Executive Session***

State law does allow for elected and appointed boards involved in the legislative process to enter into executive session (only the BAC members and no one else) for the following reasons:

- Procurement through RFP when considering respondents
- Threatened or pending litigation
- Personnel issues
- Disposition or acquisition of real estate

For the above reasons, the ability to enter into executive session is not applicable to virtually all BACs, save a few. If you have any questions about the eligibility of your topic for an executive session, please contact the Clerk.

### ***Notice Requirement***

The notice requirement for meetings is slightly different from the public openness requirement. Full and timely notice to the public must be given prior to the holding of any meeting of a BAC (or committee of a BAC) at which a majority or quorum is in attendance or is expected to be in attendance or at which formal action could be taken.

Full and timely notice for regularly scheduled meetings includes providing a statement with the Clerk of Commission’s Office with the regular meeting dates, times and locations. For special meetings, irregularly scheduled meetings, or rescheduled meetings, notice of the meeting must be filed with the Clerk of Commission’s Office and posted in City Hall, 300 College Avenue at least 24 hours before the time of the meeting, as well as the usual place of business or a location if different from the normal. The chair is responsible for the posting. This is not applicable to state BACs.

### ***Quorum Requirements***

In order for a BAC to conduct any business or take any formal action, it is necessary that a quorum of the membership be present at the meeting. A quorum consists of the majority of the total number of members that comprise the BAC. This quorum requirement does not change even if a position on the BAC is vacant

and the Commission has not appointed a replacement. In the event that a quorum is not present for a meeting, those present can adjourn the meeting to a later date and time. This is not applicable to state BACs.

The quorum for a BAC subcommittee shall be a majority of those appointed to the subcommittee unless the Charter, Code, or the BAC establishing the subcommittee specifies otherwise.

### ***Minutes***

Minutes must be taken at any meeting of a BAC (or committee of a board or commission) at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or could occur. The minutes must be open to public inspection and a copy must be filed with the Clerk of Commission upon approval. Approval of minutes shall occur no later than the next regular meeting of the BAC or committee, except in those instances when an audio or video recording has been made and maintained.

State law and Code do not prescribe the level of detail to be contained in the minutes. At a minimum, the minutes of a meeting should contain the following information:

- Date, time and location of the meeting.
- Listing of members present and a statement that such members constituted a quorum.
- General outline of each major topic discussed, considered, and the outcome.
- Comments of individual members which illustrate the individuals' viewpoints and opinions.
- Verbatim (to the extent possible) recital of all motions along with the recording of how each member voted on each motion.
- Detailed recital of all formal action taken.
- Time of adjournment.

### ***Approval of Minutes***

Any additions, deletions, or corrections to the minutes should be presented by BAC and staff members. A motion should be made and seconded to approve the minutes of the last meeting as amended. The approved minutes should be signed by the chair and secretary of the BAC.

### ***Discussion Items***

While the minutes should be as accurate as possible, the secretary is not required to record every remark made at the meeting. The secretary should not make the minutes a verbatim transcript.

The minutes should include a description of each item being discussed. Listing questions and answers during discussion of each item is not necessary. The exact wording of any motion made should be included in the minutes, and the maker and second of the motion should be noted. If the motion is approved or defeated unanimously, such should be noted. If the vote on a motion is split, the record should reflect those voting

in favor of the motion and those voting against the motion. Member names must be listed along with the reason for the nay vote on motions. (NOTE: Special matters such as annexation and zoning hearings may require considerably more detail. Items being forwarded for Commission consideration should also include more detail.)

### ***Adjournment***

Recording adjournment of a meeting in the minutes is advisable, since it indicates whether the meeting was finally adjourned, or adjourned to another time prior to the next regular meeting. The adjournment should specify the time the meeting was adjourned to a later date and hour. The Chair may adjourn the meeting by declaration.

### ***Filing and Distribution of Minutes***

Written minutes of BAC meetings are considered permanent records of ACCGOV. BAC should file minutes with the Clerk of Commission for incorporation into the records of ACCGOV. This is not applicable to state BACs. After minutes have been approved, send:

- E-mail pdf of signed/approved minutes to the Clerk of Commission. The Clerk's Office will scan and file.

Electronic recordings do not take the place of written minutes and should be used only in preparation of minutes. It is recommended that electronic recordings of meetings be retained at least until the minutes are approved, and ideally for 2 to 3 months.

Minutes shall be taken of any meeting of any BAC, or any committee of such BAC, at which the adoption of any proposed policy, position, resolution, rule, regulation or formal action occurs or could occur. Such minutes shall be open to public inspection and shall be filed with the Clerk of Commission upon approval by such BAC. Such approval shall occur no later than the next regular meeting of the BAC or committee.

# CONFLICT OF INTEREST GUIDELINES

## ***Introduction***

The members of BACs are subject to certain rules of ethical conduct established by the Charter and Code. This is not applicable to state BACs. The following summary highlights the primary areas of concern addressed by these rules. When in doubt, a BAC member should consult with the Attorney's Office for clarification of any applicable regulations. Ultimately, each member is responsible for his or her own compliance with all applicable laws and regulations.

## ***Conflicts of Interest***

A BAC member should refrain from voting on or attempting to influence any decision in which he or she has a financial or personal conflict of interest. Additionally, when a conflict exists under the rules contained in the Charter, the member should file with the staff liaison a written statement of disclosure as soon as the conflict of interest is discovered. A copy of the disclosure form is included with these materials and additional forms may be obtained from the Clerk of Commission's Office. This is not applicable to state BACs.

Generally, a BAC member has a financial interest in a decision when the decision entails some foreseeable, measurable financial benefit to the individual member or relative.

Even if a member does not have a financial interest in a decision or recommendation, a personal interest may also create a conflict of interest. The test for a personal interest is whether, in the judgement of a reasonably prudent person, the BAC member would realize or experience some direct and substantial benefit or detriment different in kind from that experienced by the general public. In applying this test in a business context, a BAC member should check with the Attorney's Office before participating in any decision which directly and substantially benefits a business in which he or she either has a substantial financial interest or is engaged as a consultant or representative. Or, if a decision of ACCGOV might directly and substantially affect a particular business to its economic detriment, and a BAC member has a substantial financial interest in a competing firm, the member should also exercise caution in deciding whether to participate in the decision. The guidelines in the Charter will be the basis by which the Attorney will make an interpretation in each case.

## ***Contracts with ACCGOV***

BAC members and their relatives are prohibited from having a financial interest in sales to ACCGOV, but only if they exercise, directly or indirectly, any decision-making or supervisory authority with regard to the goods or services to be sold to ACCGOV.

As to purchases from ACCGOV, such purchases are permitted only when the property is offered for sale at an established price and not by bid or auction, and the purchase must be on the same terms and conditions as would be available to all members of the general public.

## ***Disclosure of Confidences***

BAC members sometimes receive confidential information from staff. Such information should not be used for the private benefit of the BAC member or any other individual. Additionally, disclosure of the information is prohibited if a reasonable person would consider that the disclosure would injure the financial interests of ACCGOV. This is not applicable to state BACs.

## ***Gifts and Favors***

The acceptance of honoraria (compensation for speech or participation in public events as an official of ACCGOV) is prohibited. The acceptance of any other gift or favor from persons doing business with the

ACCGOV desiring to do business with ACCGOV is also prohibited if the gift or favor might reasonably be construed as compensation for an official decision or as something that would tend to impair the BAC member's independence of judgment in the performance of his or her official duties. The following specific items are excluded from the definition of prohibited gifts or favors and may be accepted:

- Nonpecuniary awards for public service.
- Reimbursement for expenditure for attending job-related conferences or other meetings.
- Invitations to social functions or meetings which are not extraordinary when viewed in the light of the position held by the BAC member.
- Perishable or nonpermanent items that are insignificant in value, such as meals, lodging, travel expenses, tickets to sporting, recreation, educational or cultural events.
- Salary from outside employment.

#### ***Checklist***

The following questions are suggested when examining a potential conflict of interest or question of ethical conduct. If the answer to the question is "yes," the BAC member should avoid participating in the decision of engaging in the proposed transaction:

- Sales to ACCGOV:** Will I or my relative receive some foreseeable, measurable financial benefit? Am I involved in the procurement or supervision?
- Purchases from ACCGOV:** Am I, or is my relative, buying this at auction? Are we buying it under any different terms and conditions than would be available to members of the general public?
- Financial Interest in a Decision:** Will I or my relative receive some foreseeable, measurable financial benefit?
- Personal Interests:** Would a reasonably prudent person believe that I or my relative will realize or experience some direct and substantial benefit or detriment from this decision that is different in kind from that experienced by the general public? Will the business that either of us represents directly and substantially benefit? Will a competing firm be directly and substantially harmed?
- Gifts or Favors:** Is this gift or favor being offered to me because of a decision I have made or am about to make? Would a reasonably prudent person think that this gift or favor would impair my independence of judgment?
- Confidences:** Am I about to use or disclose a confidence which, in the judgment of a reasonably prudent person, would injure the financial interests of ACCGOV? Will I be using it for private gain, either for myself or for another person?

#### ***Recommended Action***

If a conflict of interest exists, or there is a strong and distracting perception of a conflict, it is recommended that the BAC member recuse himself or herself from the discussion and/or vote, and state clearly the reason for the recusal. The staff liaison should capture the stated reason in the minutes for the public record.

**CONFLICT OF INTEREST DISCLOSURE STATEMENT**  
**THE UNIFIED GOVERNMENT OF**  
**ATHENS-CLARKE COUNTY,**  
**GEORGIA**

The following disclosure statement is submitted to the Clerk of Commission of the Unified Government of Athens-Clarke County.

Name:

Title:

Decision(s) or contract affected (give description of item to be addressed by BAC, etc.):

Brief statement of interest:

Date:

Signature:

**REMOVAL OF CONFLICT OF INTEREST**

I affirm that the above-stated conflict of interest no longer exists.

Date:

Signature:

cc (if Commission member or BAC member): Attorney and Manager cc (if employee):  
HR Director

## ATHENS-CLARKE COUNTY LIBRARY BOARD

**MEMBERS:** 15 + 1 member appointed by City of Winterville

**TERM:** 5 years - limit 2 consecutive 5 year terms

**AUTHORIZING LEGISLATION:** Georgia Laws § 20-5-2

### **MEETING INFORMATION**

- Regular meetings: Second Tuesday - quarterly (Jan, Apr, Jul and Oct) at 4:00 p.m., Athens-Clarke County Library Boardroom, 2025 Baxter Street
- Special meetings: determined at the time of call

### **MAJOR DUTIES/RESPONSIBILITIES: (Trustee Job Description from the 1996 edition of the Georgia Public Library Trustees Handbook)**

- The issues and decisions involved in the administration of the modern public library are varied and complex. Trusteeship is not only an honorary position; it is also a working relationship with the community, library staff, and fellow trustees.
- Trustees must devote a great deal of time and express a high level of interest to fulfill their duties. Commitment is the primary qualification for those who serve on the board.
- Effective boards consist of informed, dedicated citizens who represent a cross-section of the community. There is a direct correlation between the quality of library service a community is provided and the knowledge, capability, and enthusiasm of its board members.

### **METHOD OF APPOINTMENT:**

Mayor and Commission

### **CONTACT:**

Regional Director

706-613-3650

## **AIRPORT AUTHORITY**

**MEMBERS:** 6 members – one member must live within five miles of the airport

**TERM:** 4 years – limit 2 consecutive 4 year terms

**AUTHORIZING LEGISLATION:** [Georgia Laws 1988, p. 4906](#)

### **MEETING INFORMATION**

- Regular meetings: Fourth Tuesday each month at 3:00 p.m., Athens-Ben Epps Flight Center Conference Room
- Special meetings: determined at the time of call
- [Meeting minutes & agendas](#)

### **MAJOR DUTIES/RESPONSIBILITIES**

- Working with airport management in the operation of the airport which includes policies of safety, personnel, budget
- Following of FAA guidelines as well as seeking federal and state funding for maintenance and improvements
- Insuring the airport meets community needs, present and future.

### **METHOD OF APPOINTMENT**

Mayor and Commission

### **CONTACT**

Airport Director  
706-613-3420

## ATHENS CULTURAL AFFAIRS COMMISSION

**MEMBERS:** 11 members

**TERM:** 3 years - no limit

**AUTHORIZING LEGISLATION:** [Athens-Clarke County Code of Ordinance § 1-25-1](#)

### **MEETING INFORMATION**

- Regular meetings: Second Monday of each month at 6:00 p.m., Lyndon House Arts Center, 211 Hoyt Street
- Special meetings: determined at the time of call

### **MAJOR DUTIES/RESPONSIBILITIES**

The Athens Cultural Affairs Commission (ACAC) has been established to advise the Unified Government of Athens-Clarke County on cultural affairs and aesthetic development of the built environment in accordance with provisions of planning, programming, procurement, installation, operation, and maintenance of public art projects and artworks.

### **METHOD OF APPOINTMENT**

Mayor and Commission

### **CONTACT**

## ATHENS DOWNTOWN DEVELOPMENT AUTHORITY

**MEMBERS:** 4 members

**TERM:** 2 years – no limit

**AUTHORIZING LEGISLATION:** [Georgia Laws 1977, p. 3533, § 463 \(includes 2017 House Bill 590 with revised boundaries & boundary map\)](#)

### MEETING INFORMATION

- Regular meetings: Second Tuesday of each month, 3:00 p.m., 250 W. Broad Street, Suite 108
- Special meetings: determined at the time of call

### MAJOR DUTIES/RESPONSIBILITIES

The purpose of said authority shall be the redevelopment of the Downtown Athens Area, and said authority shall have the power to employ engineers and planners, and other agents and professional services as it may deem necessary, to contract for the construction, remodeling and altering of buildings, and to contract for the construction, reconstruction, altering, changing and closing of streets, sidewalks, passageways and alleys.

### SPECIAL SKILLS/EXPERTISE/INTERESTS

- Two (2) shall be owners of an interest of at least a life estate or greater interest in commercial real estate located in the Downtown Athens Area.
- Two (2) shall be operating businesses in the Downtown Athens Area.

### METHOD OF APPOINTMENT:

Mayor and Commission

### CONTACT:

Linda Ford, Director of Business Services  
David Lynn, Director of Planning and Outreach  
706-353-1421

## ATHENS HOUSING AUTHORITY

**MEMBERS:** 6 members – 1 member must be a resident

**TERM:** 5 years – no limit (1 year term for resident member)

**AUTHORIZING LEGISLATION:** O.C.G.A. § [8-3-4](#) & [8-3-50](#)

### MEETING INFORMATION

- Regular meetings: Last Thursday of the month at 4:30 p.m., at Athens Housing Authority, 300 S. Rocksprings Street
- Special meetings: determined at the time of call

### MAJOR DUTIES/RESPONSIBILITIES

To provide secure, affordable quality housing and resources, which encourage and sustain independence for wage earners, elderly, and families.

### METHOD OF APPOINTMENT

Mayor

### CONTACT

Carol J. Kirchman, Executive Assistant  
706-425-5300

## ATHENS IN MOTION COMMISSION

### **MEMBERS:** 9 members

- Seven members appointed by the Mayor and Commission
- One member appointed by the University of Georgia
- One member appointed by the Oconee Rivers Greenway Commission

**TERM:** 5 years – limit 2 consecutive terms

**AUTHORIZING LEGISLATION:** Resolution of the Mayor and Commission adopted June 4, 2019.

### **MEETING INFORMATION**

- Regular meetings: Fourth Tuesday of the month at 4:00 p.m.
- Planning Auditorium at 120 W. Dougherty Street
- Special meetings: determined at the time of call

### **MAJOR DUTIES/RESPONSIBILITIES**

The Athens in Motion Commission (AiMC) shall be responsible for development, implementation, and modification of an [Athens in Motion Plan](#) for a safe and connected network of bicycle and pedestrian facilities throughout Athens-Clarke County, Georgia. Such plan shall also include guidelines for the implementation of the plan. The AiMC is advisory in nature and is charged with the responsibility of recommending projects, policies, and initiatives to the Mayor and Commission.

### **METHOD OF APPOINTMENT**

Mayor and Commission

### **CONTACT**

Hillary Essig  
706-613-3460

## **ATHENS-CLARKE COUNTY INDUSTRIAL (ECONOMIC) DEVELOPMENT AUTHORITY**

**MEMBERS:** 5 members (2 appointed by Mayor & Commission)

**TERM:** 2 years – no limit

**AUTHORIZING LEGISLATION:** Georgia Laws 1960, p. 1379

### **MEETING INFORMATION**

- Annual meeting is held the last Wednesday of January of each year at 10:00 a.m.,
- Athens Area Chamber of Commerce 246 West Hancock Avenue
- Special meetings: determined at the time of call

### **MAJOR DUTIES/RESPONSIBILITIES**

To attend regular and called meetings of the Authority and to participate in decisions relative to transactions within the power of the Authority as prescribed by applicable law, including financing of projects through the issuance of bonds and other permitted indebtedness, all for the purpose of promoting the expansion of business and industry in Athens-Clarke County.

### **METHOD OF APPOINTMENT**

Mayor and Commission

### **CONTACT**

David Linder, Attorney – Fortson, Bentley and Griffin, P.A.  
706-548-1151

## BOARD OF ELECTIONS

**MEMBERS:** 5 members

**TERM:** 4 years – no limit

**AUTHORIZING LEGISLATION:** [O.C.G.A. § 21-2-45](#)

### MEETING INFORMATION

- Regular meetings: First Tuesday of each month at 2:00 p.m., 155 E. Washington Street
- Special meetings: determined at the time of call
- [Meeting minutes & agendas](#)

### MAJOR DUTIES/RESPONSIBILITIES

- Powers and duties of election superintendents relating to the conduct of primaries and elections pursuant to the provisions of Title 21 of the O.C.G.A.
- Powers and duties of the board of registrars relating to the registration of voters and absentee balloting procedures pursuant to the provisions of Title 21 of the O.C.G.A.

### SPECIAL QUALIFICATIONS

- Must be a resident of Athens-Clarke County
- Must be a registered voter
- Never convicted of a felony
- Not a holder of elected office

### METHOD OF APPOINTMENT:

- Mayor and Commission (3)
- Democratic Committee (1)
- Republican Committee (1)

### CONTACT:

Director of Elections and Voter Registration  
706-613-3150

## BOARD OF HEALTH

**MEMBERS:** 7 members

**TERM:** 6 years – no limit

**AUTHORIZING LEGISLATION:** Georgia Laws § 31-3-2

### **MEETING INFORMATION**

- Regular meetings: Third Wednesday of the first month in each quarter at 4:00 p.m., Clarke County Health Department, Sky Light Room 345 N. Harris Street
- Special meetings: determined at the time of call

### **MAJOR DUTIES/RESPONSIBILITIES**

To determine the health needs and resources of its jurisdiction by research and by collection, analysis and evaluation of all data pertaining to the health of the community. To develop, in cooperation with the department, programs, activities, and facilities responsive to the needs of its area. To secure compliance with the rules and regulations of the department that have local application. To enforce, or cause enforcement of, all laws pertaining to health unless the responsibility for the enforcement of such laws is that of another agency. Support activities/services provided by personnel of Health Department.

### **SPECIAL SKILLS/EXPERTISE/INTERESTS**

- One member must be a practicing physician
- One member must be a licensed nurse
- One member must be an advocate for consumers
- One member must be a consumer for needy or under privileged

### **METHOD OF APPOINTMENT**

Mayor and Commission (4)

Serves by the virtue of the office (3)

### **CONTACT**

Dr. Claude A. Burnett, MD, MPH - District Health Director

706-389-3921

## Board of Tax Assessors

**MEMBERS:** 3 members

**TERM:** 6 years – no limit

**AUTHORIZING LEGISLATION:** [Georgia O.C.G.A.](#) § 48-5-290

### MEETING INFORMATION

- Regular meetings: Second Thursday of each month at 5:00 p.m., City Hall Room 103
- Special meetings: determined at the time of call

### MAJOR DUTIES/RESPONSIBILITIES

To investigate diligently and to inquire into the property owned in the county for the purpose of ascertaining what real and personal property is subject to taxation in the county and to require the proper return and assessment of the property for taxation.

### REQUIREMENTS:

- At least 21 years of age
- High school diploma
- At least one year of appraisal related work
- Successfully complete assessor examination
- Successfully complete at least 40 hours of approved appraisal courses within 180 days of appointment and an additional 40 hours of training during each two calendar years (January 1 through December 31) or tenure.

### METHOD OF APPOINTMENT

Mayor and Commission

### CONTACT

Chief Appraiser  
706-613-3140

## CLARKE COUNTY DIVISION OF FAMILY AND CHILDREN SERVICES

**MEMBERS:** 7 members

**TERM:** 5 years - no limit

**AUTHORIZING LEGISLATION:** Georgia Laws § 49-3-1

### MEETING INFORMATION

- Regular meetings: Third Wednesday of each month at 12:00 p.m., Clarke County DFCS office at 284 North Avenue
- Special meetings: determined at the time of call

### MAJOR DUTIES/RESPONSIBILITIES

The Board's primary role is to be the link between the agency and the community. The role of local County DFCS Boards is a combination of advocacy, resource development, political activism, staff relations, customer service, and administrative functions. All of these are important to the Division and County Department.

### REQUIREMENTS

- All board appointments must be made from the following categories:
  1. Pediatric health care providers;
  2. Appropriate school personnel;
  3. Emergency responders;
  4. Law enforcement personnel;
  5. Private child welfare service providers
  6. Alumni of the child welfare system;
  7. Mental health care providers;
  8. Former foster parents; and
  9. Leaders within the faith-based community.

### METHOD OF APPOINTMENT

Mayor and Commission

### CONTACT

Dawn Criss, Director  
706-227-7005

## CLASSIC CENTER AUTHORITY

**MEMBERS:** 5 members

**TERM:** 4 years – limit 8 consecutive years

**AUTHORIZING LEGISLATION:** Georgia Laws 1988, p. 3799, § 2

### MEETING INFORMATION

- Regular meetings: Fourth Tuesday of each month at 4:00 p.m., Classic Center, 300 N. Thomas Street
- Special meetings: determined at the time of call

### MAJOR DUTIES/RESPONSIBILITIES

Acts as the planning and policy board for the Classic Center and all related properties, functions and enterprises.

### METHOD OF APPOINTMENT:

Mayor and Commission

### CONTACT:

Paul Cramer, Director  
706-208-0900

## COMMUNITY TREE COUNCIL

**MEMBERS:** 15 members

**TERM:** 3 years

**AUTHORIZING LEGISLATION:** [Section 8-7-10 of the Community Tree Management Ordinance](#)

### **MEETING INFORMATION**

- Regular meetings: 2<sup>nd</sup> Monday of each month at the ACCGov Planning Department. 4:00 p.m.
- Special meetings: determined at the time of call

### **MAJOR DUTIES/RESPONSIBILITIES**

- Develop and coordinate information and recommendations for all tree resources as decision support for planning and development guidelines.
- Generate financial resources allowing the Community Tree Council to carry out its education and outreach program initiatives generated at the local and national levels.
- Advance the Community Tree Council's mission through education and events promoting and highlighting trees and their unique place in the landscape of the community.

### **METHOD OF APPOINTMENT**

Mayor and Commission

### **CONTACT**

Rodney Walters, Community Forester  
762-400-7519

## CONSTRUCTION BOARD OF APPEALS

**MEMBERS:** 5 members

**TERM:** 5 years – no limit

**AUTHORIZING LEGISLATION:** Athens-Clarke County Code of Ordinance § 7-1-36 (d) 1

### MEETING INFORMATION

- Regular meetings: As needed, 120 W. Dougherty Street
- Special meetings: varies; depends on coordination of an appropriate date and time for the board members and the applicant

### MAJOR DUTIES/RESPONSIBILITIES

To hear appeals of decisions and interpretations of the building official and consider variances of the technical codes.

### SPECIAL SKILLS/EXPERTISE/INTERESTS

- Building contractor shall be actively and currently engaged within the construction industry for at least five years.
- Plumbing contractor shall hold a valid and current State of Georgia unrestricted plumbing contractor's license.
- Electrical contractor shall hold a valid and current State of Georgia unrestricted electrical contractor's license.
- Heating, ventilation, and air conditioning contractor shall hold a valid and current State of Georgia unrestricted conditioned air contractor's license.
- Architect/Engineer shall hold the appropriate professional State of Georgia license.

### METHOD OF APPOINTMENT

Mayor and Commission

### CONTACT

Chief Building Official

706-613-3520

**Department of Behavioral Health and Developmental Disabilities Region 2 Advisory COUNCIL**  
(Serving: Baldwin, Bibb, Hancock, Jasper, Jones, Monroe, Putnam, Twiggs, Washington, Wilkinson, Columbia, Lincoln, McDuffie, Richmond, Taliaferro, Warren, Wilkes, Burke, Emanuel, Glascock, Jefferson, Jenkins, Screven, Barrow, Clarke, Elbert, Greene, Jackson, Madison, Morgan, Oconee, Oglethorpe and Walton Counties)

**MEMBERS:** 3 local from Athens-Clarke County (33 Counties, and 43 board members overall)

**TERM:** 3 year - limit 3 consecutive 3 year terms

**AUTHORIZING LEGISLATION:** Georgia Laws § 37-2-4

**MEETING INFORMATION**

- The third Thursday of even months except December at 1:00 P.M., Advantage Pavilion for Behavioral Health, 240 Mitchell Bridge Road
- Special meetings: determined at the time of call

**MAJOR DUTIES/RESPONSIBILITIES**

- Inform DBHDD of local needs and priorities;
- Organize local input of natural supports;
- Recommend community improvements to DBHDD;
- Provide input to DBHDD regarding the local perspectives of consumers, families, and community stakeholders;
- Encourage DBHDD's work with prevention programs;
- Identify DBHDD service gaps within its region using existing data and community and assist the DBHDD Statewide Leadership Council in identifying statewide priorities;
- Consider and communicate recommendations for addressing these gaps; and
- Participate in follow-up efforts to encourage service improvements.

**METHOD OF APPOINTMENT**

Mayor and Commission

**CONTACT**

Dawn Peel, Behavioral Health Regional Services Administrator  
Karla Brown, Developmental Disabilities Regional Services Administrator  
706-792-7733

## DEVELOPMENT AUTHORITY OF ATHENS-CLARKE COUNTY

**MEMBERS:** 7 members

**TERM:** 4 years – no limit

**AUTHORIZING LEGISLATION:** Georgia Laws § 36-62-1

### MEETING INFORMATION

- Regular meetings: Third Tuesday of February of each year at 10:00 a.m., Athens Area Chamber of Commerce Building, 246 West Hancock Avenue. (Note: The meeting on the third Tuesday of February of each year at 10:00 a.m. constitutes the annual meeting of the Authority)
- Special meetings: determined at the time of call.

### MAJOR DUTIES/RESPONSIBILITIES

To attend regular and called meetings of the Authority and to participate in decisions relative to transactions within the power of the Authority as prescribed by applicable law, including financing of projects through the issuance of bonds and other permitted indebtedness, all for the development and promotion of trade, commerce, industry, and employment opportunities for the public good and the general welfare in Athens-Clarke County.

### METHOD OF APPOINTMENT

Mayor and Commission

### CONTACT:

David Linder, Attorney – Fortson, Bentley and Griffin, P.A.  
706-548-1151

## **GEORGIA INNOVATION CORRIDOR JOINT DEVELOPMENT AUTHORITY**

**MEMBERS:** 12 members – three each from Athens-Clarke, Barrow, Gwinnett and Oconee Counties  
One member of the Board from each county shall be ex-officio a member from the Board of  
Commissioners of that county. The other two members of the Board from each county may be any  
taxpayer residing within that county who is not a member of the Board of Commissioners.

**TERM:** 4 years – no limit

**AUTHORIZING LEGISLATION:** Georgia Laws § 36-62-5.1

### **MEETING INFORMATION**

Second Wednesday quarterly at 3:00 p.m., at Winder Community Center, 113 E. Athens Street

Winder, GA 30680

Special meetings: determined at time of call

### **MAJOR DUTIES/RESPONSIBILITIES**

Said authority shall transact business pursuant to, and exercise the powers provided by the provisions  
of, the Development Authorities Law, codified in the Official Code of Georgia Annotated, Title 36,  
Chapter 62, as the same now exists and as it may be hereafter amended.

### **METHOD OF APPOINTMENT**

Mayor and Commission

### **CONTACT**

Thomas R. Jennings, Chairman

770-867-9444

## **HEARINGS BOARD**

**MEMBERS:** 7 members

**TERM:** 4 years – limit 2 consecutive terms

**AUTHORIZING LEGISLATION:** Athens-Clarke County Code of Ordinance § 9-4-10 F

### **MEETING INFORMATION**

- Second Wednesday of each month Agenda Review at 2:30 p.m. and Regular meeting at 3:00 p.m., 120 W. Dougherty Street
- Special meetings: determined at the time of call

### **MAJOR DUTIES/RESPONSIBILITIES**

Review of all variances not subject to the Staff Review Process.

Appeal of a staff decision or interpretation.

### **METHOD OF APPOINTMENT**

Mayor and Commission

### **CONTACT**

Planning Director

706-613-3515

## **HISTORIC PRESERVATION COMMISSION**

**MEMBERS:** 7 members

**TERM:** 3 years – limit 2 consecutive 3 year terms

**AUTHORIZING LEGISLATION:** Athens-Clarke County Code of Ordinance § 8-5-2

### **MEETING INFORMATION**

- Third Wednesday of each month Agenda Setting at 5:00 p.m. and Regular meeting at 5:30 p.m., 120 W. Dougherty Street
- Special meetings: determined at the time of call

### **MAJOR DUTIES/RESPONSIBILITIES**

- Inventory historic resources.
- Recommend historic designations to ACC Commission.
- Review certificate of appropriateness applications.
- Recommend to ACC Commission financial and/or other incentives to encourage preservation.
- Perform historic preservation activities as the official agency of Athens' Preservation Program.
- Conduct educational programs.
- Seek state & federal funds for historic preservation.
- Serve on committees, such as Designation Committee and Education Committee.

### **METHOD OF APPOINTMENT**

Mayor and Commission

### **CONTACT**

Planning Director  
706-613-3515

## **HOSPITAL AUTHORITY OF CLARKE COUNTY, GEORGIA**

**MEMBERS:** 9 members

**TERM:** 6 years – limit 1 full 6 year term

**AUTHORIZING LEGISLATION:** Georgia Laws 1941 page 241

### **MEETING INFORMATION**

Quarterly as scheduled

### **PURPOSE**

The Hospital Authority of Clarke County, Georgia (the "Hospital Authority") owns and leases the real property and facilities used in the operation of Piedmont Athens Regional Medical Center to Piedmont Athens Regional Medical Center, Inc. The Hospital Authority also serves as the conduit issuer of revenue bonds or certificates issued to finance the construction of such facilities (as well as refunding of such bond debt from time to time as market conditions dictate). On October 1, 2016 Piedmont Healthcare, Inc. became the owner of Athens Regional Medical Center, Inc. and the name of this entity was changed to Piedmont Athens Regional Medical Center, Inc. (the "Affiliation Transaction"). The Hospital Authority has the responsibility of enforcing certain covenants made by Piedmont Healthcare, Inc. in connection with the Affiliation Transaction.

### **METHOD OF APPOINTMENT**

Mayor and Commission

### **CONTACT**

Kevin Lang, Attorney - Fortson, Bentley and Griffin, P.A.  
706-548-1151

## KEEP ATHENS-CLARKE COUNTY BEAUTIFUL

**MEMBERS:** 20

**TERM:** 3 years – 2 consecutive 3 year terms

**AUTHORIZING LEGISLATION:** Athens-Clarke County Code of Ordinance § 1-15-1

### **MEETING INFORMATION**

- Regular meetings: First Wednesday of every month (except July) at 3:30 p.m., Athens First Bank & Trust Downtown
- Special meetings: determined at the time of call

### **MAJOR DUTIES/RESPONSIBILITIES**

The mission of Keep Athens-Clarke County Beautiful Board is to educate and empower citizens and businesses with the resources to take action as environmental stewards of litter prevention, waste reduction, and beautification.

### **METHOD OF APPOINTMENT**

Recommendations for membership shall be submitted to the Mayor and Commission by a nominating committee selected from the members of the advisory board by the chairman of such advisory board.

### **CONTACT**

Stacee Farrell, Executive Director  
706-613-3501

## OCONEE RIVERS GREENWAY COMMISSION

**MEMBERS:** 10 members appointed by the Mayor and Commission  
5 members appointed by the President of the University of Georgia

**TERM:** 5 years – limit 2 consecutive 5 year terms

**AUTHORIZING LEGISLATION:** Athens-Clarke County Code of Ordinances § 1-11-1

### **MEETING INFORMATION**

- Regular meetings: Third Tuesday of each month at 4:00 p.m., 120 West Dougherty Street
- Special meetings: determined at time of call

### **MAJOR DUTIES/RESPONSIBILITIES**

The Oconee Rivers Greenway Commission is authorized to adopt bylaws for its own administration and to recommend rules and regulations for the proper protection and management of the North Oconee and Middle Oconee rivers, their major tributaries and their floodplains within the borders of Athens-Clarke County. The Commission is responsible for developing a plan, including guidelines for implementation, for a river-oriented greenway system within Athens-Clarke County.

### **METHOD OF APPOINTMENT:**

Mayor and Commission

### **CONTACT INFORMATION:**

Park Services Division Administrator  
706-613-3801

## PLANNING COMMISSION

**MEMBERS:** 10 members

**TERM:** 5 years – limit 2 consecutive 5 year terms

**AUTHORIZING LEGISLATION:** Athens-Clarke County Code of Ordinance § 8-1-1

### MEETING INFORMATION

- First Thursday of each month, Agenda Setting at 6:15 p.m. and Regular Meeting at 7:00 p.m., 120 W. Dougherty Street
- Special meetings: determined at the time of call

### MAJOR DUTIES/RESPONSIBILITIES

- To initiate amendments to the text of the zoning ordinance of Athens-Clarke County, Georgia and to the official zoning map.
- To hear and make recommendations to the mayor and commission on proposed amendments to the zoning ordinance of Athens-Clarke County, Georgia, including rezoning and planned developments.
- To initiate the amendments to the future development map and the Athens-Clarke Comprehensive Plan.
- To hear and make recommendations to the mayor and commission on proposed amendments to the future development map and the Athens-Clarke County Comprehensive Plan.
- To hear and make recommendations to the mayor and commission on applications for special use permits.
- To hear and decide appeals and make decisions as authorized in the zoning ordinance of Athens-Clarke County, Georgia.
- To conduct surveys and studies of existing conditions and probable future developments, and to prepare and recommend to the mayor and commission any plans for physical, social and economic growth as will best promote the public health, safety, order, convenience, aesthetics, prosperity or the general welfare of Athens-Clarke County, Georgia.
- To perform other planning functions and duties as may be required by the mayor and commission.

### METHOD OF APPOINTMENT

Mayor and Commission

### CONTACT

Planning Director  
706-613-3515

## **RESIDENTIAL CARE FACILITIES FOR THE ELDERLY AUTHORITY**

**MEMBERS: 7**

**TERM:** 6 years – no limit

**AUTHORIZING LEGISLATION:** Georgia Laws § 31-7-110

### **MEETING INFORMATION**

- Third Tuesday of March of each year at 4:00 p.m., at First American Bank and Trust Company 300 College Avenue, third floor
- Special meetings: determined at the time of call

### **MAJOR DUTIES/RESPONSIBILITIES**

Provide facilities, which can furnish the comprehensive services required by elderly persons in a single location including, without limitation, residential care and the types of services provided in skilled nursing homes, intermediate care homes, and personal care homes.

### **METHOD OF APPOINTMENT**

Mayor and Commission

### **CONTACT**

David Linder, Attorney – Fortson, Bentley and Griffin, P.A.  
706-548-1151

## ATHENS-CLARKE COUNTY VISION COMMITTEE

**MEMBERS:** 10 members

**TERM:** 3 years - no limit

### **AUTHORIZING LEGISLATION:**

#### **MEETING INFORMATION:**

- Regular meeting: as needed, 375 Satula Avenue
- Special meetings: determined at the time of call

#### **MAJOR DUTIES/RESPONSIBILITIES**

- Engage with staff to identify emerging community stressors that may be resolved using
- Community Development Block Grants (CDBG).
- Review and develop goals and strategies to test the alignment in addressing community stressors.
- Evaluate CDBG applications to ensure that they appropriately meet the Annual Action Plan goals (AAP).
- Once grants are awarded the Vision Committee and staff periodically review (semi-annually) agency performance reports to measure grant recipients achievement of goals.

#### **METHOD OF APPOINTMENT**

Mayor and Commission

#### **CONTACT**

Director Housing and Community Development  
706-613-3155